

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 14, 2019 Closing Date: October 24, 2019

**PARALEGAL
Criminal Division, Violent Criminal Enterprises Unit
New Castle County**

Job Responsibilities and Duties: This is a unique paralegal position in that this paralegal serves as the Title 16 asset forfeiture paralegal for the Department of Justice. It is a statewide position that serves all three counties. This position is responsible for handling all Title 16 seizures from beginning to end, including reviewing drug seizures at the start of a case, examining police reports and tracking all forfeiture cases from intake through final disposition. These responsibilities include researching forfeiture related inquiries to ascertain whether they are title 11 or title 16 matters, and referring Title 11 matters to the appropriate criminal prosecutor. For Title 16 matters, this position is responsible for preparing case discovery, motions, pleadings, stipulations, subpoenas, applications, proposed orders and other case documents. As these matters are civil proceedings, all court filings are through Lexis File and Serve. Additionally, the asset forfeiture paralegal handles the scheduling of all necessary court dates for the forfeiture Deputy Attorney General, including but not limited to scheduling conferences, motion calendars and trials, and may be required to attend certain court proceedings with the DAG at the DAG's discretion. The paralegal must have a good working relationship with court staff to work together in the scheduling and handling of these cases. This position is responsible for fielding all forfeiture related calls from police agencies, law enforcement officers, state agencies, and members of the public. This paralegal must also maintain open communication with federal law enforcement agencies and the U.S. Attorneys Office in cases where assets can be shared between the U.S. and Delaware Departments of Justice and, in applicable cases, track the equitable sharing of asset forfeitures between relevant federal, state and local agencies. In addition to support in forfeiture cases, this position is also responsible for tracking all State Law Enforcement Assistance Fund ("SLEAF") money. This position maintains all SLEAF Grant records for the Department of Justice, maintains records of outstanding SLEAF requests for the police agencies throughout the State, maintains and coordinates SLEAF applications and ensures that all police agencies are complying with the guidelines. This paralegal position also must coordinate with the State Prosecutor and the DOJ accounting department to ensure accurate record keeping. On occasion, attendance at the quarterly SLEAF meetings (held in Dover) may be required. Additional duties may be required, as necessary to maintain the active civil caseload of the asset forfeiture DAG.

Job Responsibilities and Duties: This unique paralegal position provides expertise and legal administrative support to all Deputy Attorneys General assigned to the Criminal Division, Violent Criminal Enterprises Unit ("VCE Unit"), in New Castle County.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.